Name of Committee: Community Use of Schools Community Advisory Committee
Meeting Date: Tuesday, September 13, 2022

A meeting of the Community Use of Schools Community Advisory Committee convened on **13 September 2022** from 8:01 a.m. to 9:59 a.m. via Zoom with Chair Judy Gargaro presiding.

Attendance via Zoom: **Also present were TDSB Staff:**	**Judy Gargaro** (Etobicoke Philharmonic Orchestra), **Alan Hrabinski** (Toronto Basketball Association), **Graham Welsh** (Toronto Sports Social Club), **Sam Glazer** (Congregation Beth Haminyan), **Heather Mitchell** (Toronto Sports Council), **Susan Fletcher** (SPACE), **Alex Viliansky** (Felix Swim School), **James Li** (Trustee), **Zakir Patel** (Trustee), **Patrick Rutledge** (Big League Book Club), **Susan Orellana** (Jack of Sports Foundation, **Elizabeth(Liz) Pounsett** (Young People's Theatre). **Maia Puccetti** (Executive Officer, Facilities & Planning), **Michelle Munroe** (Central Coordinator, Parent & Community Engagement), **Ndaba Njobo** (Facility Permitting Coordinator), **Jonathan Grove** (Senior Manager, Plant Operations), **Ugonma Ekeanyanwu** (Facility Permitting Team Leader), **Tina Androutsos** (Executive Assistant, Facilities & Planning), **Meenu Jhamb** (Administrative Assistant).
Regrets:	**Lynn Manning** (Girl Guides of Canada, Ontario Council), **Jonathan Wood** (Toronto Accessible Sports Council), **Dave McNee** (Quantum Sports and Learning Association), **Dennis Keshinro** (Belka Enrichment Centre)
Guests:	**Terrance Philips** (Phillips Basketball Academy), **Elizabeth Lukie** (Hutt Piano Class, **Serban Genu,** (Benjamin Basketball)

ITEM	DISCUSSION	RECOMMENDATION / MOTION
Call to Order / Acknowledgement of Traditional Lands / Welcome and Introductions / Approval of Quorum	• The meeting was called to order by Co-Chair Judy Gargaro at 8:01 a.m.	
Approval of Agenda	• Agenda approved as amended.	Heather Mitchell Elizabeth Pounsett
Approval of Minutes 14 June 2022	• Minutes were approved.	Elizabeth Pounsett Susan Fletcher
Conflict of Interest Declaration	• Nil	
Delegations	• Nil	
Permit Unit Update	**Update on Ongoing Items –** ○ **Update on when permit hours will be extended past 9 p.m**. – Staff shared that Permit hours have resumed to pre-covid permit hours. Permits are now extended beyond 9 p.m. Judy acknowledged that the members of her group are pleased that they can start at 7:30 p.m. and go up to 10 p.m. ○ **Update on Enhanced Cleaning** – Staff mentioned that there is a change in the enhanced cleaning guidelines received from Ministry and Toronto Public Health (TPH). As per the revised guidelines, enhanced cleaning needs to be done once a day. Enhanced cleaning to occur mid-day and regular cleaning after school hours. ○ **Definition of 'spectators'** – Jonathan Grove stated that this has been discussed internally and the definition of spectators is yet to be finalized. Several conversations have occurred and discussed with the Legal and Risk Management department within TDSB, and the final decision is close	**ACTION:** TDSB definition of spectators to be presented at October CUSCAC meeting

	to being ready and will be shared at the October meeting. A clear definition of the term 'Spectator', with respect to the differences among parents/guardians, observers and spectators has been a key topic of these conversations. As Arts Space programming does not involve a large group of spectators/the classes are very small and parents are occasionally involved. This is being considered while the definition of the spectator is being worked on. Jonathan replied that the Board is keeping scenarios like these in mind however, the involvement of parents and guardians does have an implication for insurance. Although the Board is focusing on larger groups, more clarity around the language is going to be provided. ○ **Permit Process:** Ndaba shared that Permits are back in full pre-covid operation. The permit start day for Indoor use of school/ Gymnasium and other indoor spaces was the 12th of September 2022. The Permit Unit is doing its best to issue permits on a timely basis, however, there might be a delay as Gyms were used as classrooms up until end of last school year and Principals did not get enough time to get the Gyms cleared for regular use of this space. This should not affect the issuance of permits significantly, however there might be a delay of 1-2 days. The renewals are using 2019 use for renewal details if the group had an active permit otherwise permit applications have been processed as per TDSB processes. Either first come first serve, or by as per TDSB ranking procedures on processing community permits ○ **AON Insurance –** Significant change in fee was noticed from AON as there was a new underwriter last year. In the monthly provincial meeting for Community Use of Schools (CUS), a few school boards indicated that they are experiencing the same issue again. The Permit Unit is closely monitoring this. ○ **Field Permits-** Field permits are still going on**;** they are running until the end of October 2022 unless there is a direction from Grounds Team to do otherwise. ○ **Permit and eBase Website Improvements –** Ndaba mentioned that over the summer TDSB along with other school boards worked with Ebase to get the website improvements done. With the new and improved Ebase,	

	Community partners will be able to see a full photograph of the gymnasium and the dimensions of the space. This has only been possible due to the hard work of Ebase and TDSB summer students who have gone from school to school to take pictures. ○ **Photograph Catalogue –** Permit Unit has been working with Focus on Youth (FOY) students since last year on the catalogue and it is expected to be completed by next year. 60% of the project is completed, 20% of the work is partly finished and there were challenges due to construction work in some schools preventing the students from taking pictures. ○ **Items from sub-committee meeting - eBase working group –**Ugonma shared that all the items identified were accomplished on the TDSB website. The list of requested modifications was submitted to Ebase, however, Ebase does not yet have any date planned for modifications. Ebase does not entertain any modification requests Board by Board, the modifications are done systemwide. Ugonma noted that in the past few years updates have been done by Ebase starting in November. ○ **Communication in the "discussion" section in Ebase :** It is not always clear why permits are on hold. Previously there used to be a mechanism to let the permit holders know if anything further is required for the permit to be issued. It was noted that the quality of the communication in the "discussion" is not very clear lately; response time to messages in the 'Discussion' section has been weeks rather than days. Ndaba responded that delays are occurring because of staffing issues and delayed school space confirmation. Permit Unit continues to work in improving the communication and response time with Permit Holders. ○ **How many school sites are being permitted** - Trustee Zakir Patel requested a list of school sites that are being permitted for the period 2018-2019 and 2021-22 to compare how many schools are being used. Ndaba mentioned that all facilities except administrative sites and those sites leased by/shared with the city, are available for permitting. Caretaking allotments also influence which schools are currently available in the evening and weekends. Trustee Zakir Patel requested a report from Ndaba on the number of schools being permitted. As this was determined	

to be an internal request, staff were also asked to provide this report at the September CUSCAC meeting.

Active TDSB Schools vs Schools Permitted (2017- 2022)

2021- 2022

Panel	Active Schools	Schools Permitted	Comments
Elementary	473	338	COVID Restrictions – one permit per school
Secondary	110	86	
Total	583	424	

2020- 2021

Panel	Active Schools	Schools Permitted	Comments
Elementary	477	274	COVID restrictions – No School year Permits
Secondary	111	69	
Total	587	343	

*4 Elem Virtual, 1 Sec Virtual

2019-2020

Panel	Active Schools	Schools Permitted	Comments
Elementary	473	390	COVID Restrictions – No March break & Summer permit
Secondary	110	85	
Total	**583**	**475**	

2018-2019

Panel	Active Schools	Schools Permitted
Elementary	471	408
Secondary	111	89
Total	**582**	**497**

2017– 2018

Panel	Active Schools	Schools Permitted
Elementary	471	407
Secondary	112	69
Total	**583**	**476**

NEW BUSINESS

- **Acknowledgement** - Terrance Philips acknowledged the work undertaken by caretakers during the summer. Terrance recommended that permit holders should respect the space and remind participants to remove outdoor shoes before entering the gym.

- **Onsite Supervisor – Contact details** – Jonathan Grove mentioned to the committee that some of the permit holders with multiple permits that run across sites and subgroups within the permit are putting a single name as the Onsite Program Supervisor across all sites and groups. This raises a safety concern as in the absence of correct Onsite Supervisor contact info, it is not clear whom to call in the event of an emergency such as lockdown, hold, and secure and Fire Alarm. We have a requirement that every

	permitted location must have an onsite supervisor and their contact information should be provided while requesting the permit. ○ It was asked if the Ebase interface allows adding Onsite Supervisor contact info for each school when requesting permits for multiple sites. To which Ndaba responded that On Site supervisors can be added or edited using the Discussion Tab if not provided at permit submission. ○ There was discussion about this. Patrick Rutledge shared some of the best practices used by his staff member related to Onsite Supervisor contact information. Patrick agreed to share these best practices with the CUSCAC Communication Working group. Jonathan Grove requested Judy to add this item for discussion at the next CUSCAC Communication Working Group meeting. It was noted that making Onsite Contact Supervisor information available in advance when requesting permits is not always possible. ○ In the event the Onsite supervisor's name and contact details need to be revised after the initial permit request has been submitted, the change details should be placed in the "Discussion" so the permit department can apply the revised information to the permit. Ndaba responded that the Permit Unit would prefer not to make it mandatory.	
Update on Parent and Community Engagement Policy revisions	○ **Michelle Munroe** (Central Coordinator, Parent & Community Engagement) attended the meeting and shared highlights of - Changes to the former Parent and Community Involvement Policy (P023), clarification on the new structure of Policy 023, and the new Public Engagement Policy ○ **Key change**: The way the Board interacts with members of the public and parents/caregivers of current students has been separated into two policies. CACs will now report directly to any standing committee and not just the Program and School Services Committee (PSSC) in order to help get action items directly to the committee where they need to go. ○ It will take into 2023 for the new changes to be fully implemented ○ Anti-oppression training will be mandated for Community Advisory Committees (CAC) and Trustees will be oriented to the CACs and their roles.	**ACTION:** Michelle will provide a summary of recommendations to CAC Co-Chairs

	○ It is likely that there will be changes needed to individual Terms of Reference documents ○	
Outstanding Action Items	○ **Pools Working Group Update**: No report ○ **Exterior Facilities Working Group**: No report ○ **Communication and website Working Group Updates**: Addressed in permit Unit update; Best practice for Emergency Fan out to be discussed at next working group meeting ○ **Annual Report and Self Evaluation for 2021-22**: completed in June ○ **Annual AGM** – To be held in person on November 29, 2022. TDSB staff to book Board Room – 5050 Yonge St. from 6-9 p.m. ○ **Planning for AGM**- 1. Judy requested that Stacey Zucker be invited to attend the annual AGM as a guest speaker. 2. CUSCAC members to send an email to Judy for items that they would like to be covered in AGM. 3. Ugonma to update the slides. ○ **Committee Vacancies (Category-B).** Members who are up for election this year are **Judy Gargaro** (Etobicoke Philharmonic Orchestra), **Sam Glazer/Denis Keshniro** (Congregation Beth Haminyan/Belka Enrichment Centre), **Heather Mitchell** (Toronto Sports Council), **Alan Hrabinski** (Toronto Basketball Association), **Lynn Manning** (Girl Guides of Canada, Ontario Council), **Dave McNee** (Quantum Sports and Learning Association), **Susan Orellana** (Jack of Sports Foundation). And we also have 2 new positions open - BIPOC and LGBTQ+. ○ To support recruitment an email will be sent out through The Permit Unit to all permit users and also to all the CAC Chairs/Co-Chairs	**ACTION**: Best Practice information to be communicated to permit users **ACTION:** The AGM information will be communicated through the Permit Unit and CAC Co-chairs
Trustee Report	○ Trustee Li welcomed everyone in the brand-new school year, and he is excited that things are getting back to normal. As no meetings happened during the summer, Trustee Li did not have much to share with the community members, however, if there is anything that community partners would like Trustee Li to bring for discussion with the Board, let him know. ○ Alan Hrabinski asked if the existing Trustee group dissolves for the election. The current term only ends on November 30 so there will be no dissolution before the October 24th election. The new Board of Trustees will start on December 1st, 2022.	
Other Business	• **New Associate Director of Modernization and Strategic Realignment:** Stacey Zucker	

	• Tina Androutsos is leaving the TDSB for a new position The committee thanked her for her help and support	
Adjournment	• 9:59 a.m.	
Next Meeting Date	• **11 October 2022**, **8:00 a.m. via ZOOM** **Join Zoom Meeting** https://tdsb-ca.zoom.us/j/99107301927?pwd=Z3VZNEdReUxseWtHZVNWbjY0VDhkZz09	

Acronyms

PSI – Provincial School Initiative
LNSP – Local School Neighbourhood Program
PPF – Priority partnership funding
PPC – Planning and Priority Committee
FOY – Focus on Youth
FBEC – Finance Board Enrolment Committee
GSN – Grant for Student Needs
PSSC – Program School Services Committee